



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 11, 2011

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES,  
VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: WILLIAM W. PICKRUM  
DEPUTY DIRECTOR, GOVERNMENT SUPPORT SERVICES  
302-857-4501

SUBJECT: **AWARD NOTICE**  
**CONTRACT NO. GSS11577-INDUSTRIAL**  
FACILITIES MAINTENANCE AND INDUSTRIAL SUPPLIES

---

TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:.....	2
2. CONTRACT PERIOD:.....	2
3. VENDORS:.....	2
4. SHIPPING TERMS: .....	3
5. DELIVERY AND PICKUP:.....	3
6. PRICING:.....	4
7. HAZARDOUS CHEMICAL INFORMATION:.....	5
9. OVERLAPPING CORE LIST ITEMS: .....	5



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## **KEY CONTRACT INFORMATION**

### **1. MANDATORY USE CONTRACT:**

[\(Return to Table of Contents\)](#)

**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

Under **Title 29 §6933**, the State of Delaware is authorized to participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of materiel or nonprofessional services with 1 or more public procurement units either within the State or within another state in accordance with an agreement entered into between the participants.

Government Support Services has joined the National Association of State Procurement Officials (NASPO) and the Western States Contracting Alliance (WSCA) for the State's industrial supplies and equipment requirements.

### **2. CONTRACT PERIOD:**

[\(Return to Table of Contents\)](#)

The contract executed by the State of Nevada for use by the State of Delaware under a Participating Addendum that allows state departments and agencies to use the agreement. The Master Price Agreement shall be effective from March 1, 2011 through February 28, 2014.

### **3. VENDORS:**

[\(Return to Table of Contents\)](#)

#### **Contract # GSS11577-INDUSTRIALV01**

State of Nevada Contract Number: 1862

FSF Vendor ID: 0000023132

Fastenal Company

Attn: Donnalee Papenfuss, WSCA Contract Administrator

2001 Theurer Blvd

Winona, MN 55987-1500

Phone: (507) 453-8339

Fax: (507) 494-7669

Email: [dpapenfu@fastenal.com](mailto:dpapenfu@fastenal.com)

Website: [www.fastenal.com](http://www.fastenal.com)

Will provide fasteners and hand tools under this contract, in lieu of GSS09127-FASTENERS and GSS10011-HAND\_TOOLS.

#### **Contract # GSS11577-INDUSTRIALV02**

State of Nevada Contract Number: 1862

FSF Vendor ID: 0000002995

Sid Tool Company

Award Notice  
 Contract No.: GSS11577-INDUSTRIAL  
 FACILITIES MAINTENANCE AND INDUSTRIAL SUPPLIES

d.b.a. MSC Industrial Supply Attn: David Ottenstein, State Government Team Manager 75 Maxess Road Melville, NY 11747-3151 Phone: (904) 519-6002 Fax: (904) 519-6003 Email: <a href="mailto:ottenstd@mscdirect.com">ottenstd@mscdirect.com</a> Website: <a href="http://www.mscdirect.com">www.mscdirect.com</a>
<b>Contract # GSS11577-INDUSTRIALV03</b> State of Nevada Contract Number: 1862 FSF Vendor ID: 0000022006 W. W. Grainger, Inc. Attn: Dennis Flynn, Government Sales Manager 100 Grainger Parkway Lake Forest, IL 60045-5203 Phone: (908) 355-1099 Fax: (908) 558-7996 Email: <a href="mailto:dennis.flynn@grainger.com">dennis.flynn@grainger.com</a> Website: <a href="http://www.grainger.com">www.grainger.com</a>

**4. SHIPPING TERMS:**

[\(Return to Table of Contents\)](#)

F.O.B. destination.

**5. DELIVERY AND PICKUP:**

[\(Return to Table of Contents\)](#)

<b>Contract # GSS11577-INDUSTRIALV01</b> State of Nevada Contract Number: 1862 FSF Vendor ID: 0000023132 Fastenal Company  Fastenal Delaware Locations:  130 Hickman Rd. Suite #5 Claymont, DE 19703 (302)798-1271  1070A S. Little Creek Rd. Dover, DE 19901 (302)741-2445  118-120 Sleepy Hollow Dr. Middletown, DE 19709 (302)378-5180	<b>Contract # GSS11577-INDUSTRIALV02</b> State of Nevada Contract Number: 1862 FSF Vendor ID: 0000002995 Sid Tool Company d.b.a. MSC Industrial Supply  MSC Delaware Location:  19 East Commons Blvd. New Castle, DE 19720 (302) 328-7024
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Award Notice  
Contract No.: GSS11577-INDUSTRIAL  
FACILITIES MAINTENANCE AND INDUSTRIAL SUPPLIES

205 Mullet Run Street Milford, DE 19963 (302)422-9629  2 King Court New Castle, DE 19720 (302) 323-1171  500 Interchange Blvd Ste 509 Newark, DE 19711 (302)733-0777  9308 Sussex Corporate Center Dr Seaford, DE 19973 (302)628-8393  15 Germay Drive Wilmington, DE 19804 (302)654-1986	<b>Contract # GSS11577-INDUSTRIALV03</b> State of Nevada Contract Number: 1862 FSF Vendor ID: 0000022006 W. W. Grainger, Inc.  Grainger Delaware Location:  117 Quigley Blvd. New Castle, DE 19720-4103 (302) 322-1840
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. **PRICING:**

[\(Return to Table of Contents\)](#)

Prices will remain firm for the term of the contract year.

See Market Basket schedule: <http://gss.omb.delaware.gov/contracting/contracts/577.shtml>

Fastenal Company	
Category	Discount
Material Handling Repairs	23%
Fasteners	55% (in lieu of GSS09127-FASTENERS)
Outdoor Garden Supplies and Equipment	23%
Pneumatic Tools	23%
Power Tools and Accessories	23%
Hand Tools	23% (in lieu of GSS10011-HAND_TOOLS)
Safety	23%
Welding and Soldering	23%

MSC Industrial Supply Co.	
Category	Discount
Material Handling Repairs	12%
Outdoor Garden Supplies and Equipment	12%
Safety	12%
Welding and Soldering	12%
Volume Discount	
Material Handling – <b>Glide Max</b>	25%
Safety – <b>Pro Safe</b>	25%
<b>National Marker</b>	20%
<b>Pro Source</b>	25%
<b>Nu Line</b>	25%

W. W. Grainger, Inc.	
Category	Discount
Material Handling Repairs	15%
Outdoor Garden Supplies and Equipment	12%
Safety	20%
Welding and Soldering	15%

## 7. HAZARDOUS CHEMICAL INFORMATION:

[\(Return to Table of Contents\)](#)

The Contractor will provide one set of the appropriate Material Safety Data Sheet(s) (MSDS) and container label(s) upon delivery of a hazardous material to any Agency. All safety data sheets and labels will be in accordance with the State of Delaware's requirements.

MSDS sheets may be available for all Products on Contractor's website or upon request at any store locations.

## 8. INSPECTIONS:

Goods furnished under this contract shall be subject to inspection and test by the Agency at times and places determined by the Agency. If the Agency finds goods furnished to be incomplete or in non-compliance with bid specifications, the Agency may reject the goods and require Contractor to either correct them without charge or deliver them at a reduced price which is equitable under the circumstances. If Contractor is unable or refuses to correct such goods within a time deemed reasonable by the Agency, the Agency may cancel the order in whole or in part.

## 9. OVERLAPPING CORE LIST ITEMS:

[\(Return to Table of Contents\)](#)

All current central contracts are listed at <http://gss.omb.delaware.gov/contracting/index.shtml>. The below contracts are mandatory use under 29 Del. C. §6911 (d) by every state department and agency within the Executive Branch and Judicial Branch of the state government. The following contracts may have overlapping core list items. Items that may be duplicated in Contractor's catalog, must be purchased from the below contracts. Where the Contractor's items cost less, the below awarded vendors will be offered the opportunity to meet or beat the Contractor's price.

Contract Name	Contract Number
CLOTHING, LINENS & TEXTILES, FOOTWEAR AND SCRUBS	<a href="#">GSS10070-CLOTHING</a>
ELECTRICAL SUPPLY, LAMPS AND BALLASTS	<a href="#">GSS09491-ELECTRICAL</a>
FASTENERS	<a href="#">GSS09127-FASTENERS</a>
HAND TOOLS - POWERED AND NON-POWERED	<a href="#">GSS10011-HAND TOOLS</a>
HVAC FILTERS	<a href="#">GSS09017-HVAC FILTERS</a>
JANITORIAL AND CAFETERIA SUPPLIES	<a href="#">GSS08492JAN/CAFE SUPPL</a>
KITCHEN CHEMICALS	<a href="#">GSS09549-KITCHENCHE</a>
LAB AND COMPRESSED GASES	<a href="#">GSS08170-LAB GAS</a>
LABORATORY SUPPLIES AND EQUIPMENT	<a href="#">GSS07026-LAB SUPPLIES</a>

Award Notice  
Contract No.: GSS11577-INDUSTRIAL  
FACILITIES MAINTENANCE AND INDUSTRIAL SUPPLIES

LAUNDRY SUPPLIES AND EQUIPMENT	<a href="#">GSS06161-LAUNDRY</a>
OFFICE SUPPLIES AND ACCESSORIES	<a href="#">GSS11489-OFFICESUPPLIES</a>
PAINT, SUPPLIES AND LADDERS	<a href="#">GSS09020-PAINT/LADDERS</a>
PLUMBING SUPPLIES AND ACCESSORIES	<a href="#">GSS10129-PLUMBING</a>
TRASH CAN LINERS	<a href="#">GSS08492A-CAN LINERS</a>

Fastenal was awarded contracts under FASTNERS and HAND TOOLS-POWERED AND NON-POWERED. This agreement offers better Fastenal pricing than the above contracts.

**ADDITIONAL TERMS AND CONDITIONS**

[\(Return to Table of Contents\)](#)

**10. BILLING:**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

**11. PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**12. PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

**13. ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**14. HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

**15. NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

**16. FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

**17. AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.